CONFIDENTIAL

MEMORANDUM

14 November 1947

TO:

Assistant Directors Administrative Officers

FROM:

Executive for Administration & Management

SUBJECT: Records Administrator for CIA

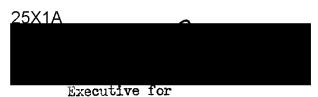
the Assistant Chief, Central Records Division, Services Branch, A&M, in addition to his other duties, has been designated as the Records Administrator for CIA.

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2. In order to develop a uniform file system for administrative is being assigned the task of examining material in CIA. administrative file needs of the various offices of CIA. Such assistance and suggestions that you can give during the course of this survey will be appreciated.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Administration and Management

DISTRIBUTION:

Assistant Director, 00 No Change in Class. Assistant Director, ORE Declassified Assistant Director, OSO Class. Changed To: TS SC Assistant Director, C&D Auth.: HR 70-2 Date: 39/12 Administrative Officer, AZM Administrative Officer, I&S Administrative Officer, ICAPS Administrative Officer, Management Branch Administrative Officer, Personnel Branch Administrative Officer, Budget & Finance Branch Administrative Officer, Services Branch Administrative Officer, Administrative Officer, Administrative Officer, Foreign Documents Branch Administrative Officer, Planning & Coord. Staff General Counsel

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